

Orleans Parish Juvenile Court
CASE MANAGER
Process Server (Clerk II)

JOB DESCRIPTION:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

BASE PAY = \$26,808.00

DUTIES:

- Serve subpoenas to youth, parents, witnesses, parties, attorneys, victims, police officers and other persons, entities, or agencies as directed by the Clerk of Court's office, Judges, and/or Judges' staff on a daily basis.
- Maintain proper and complete reports and records related to service of subpoenas, including but not limited to documenting all attempts at service, as well as the dates, times, and any results or extenuating circumstances, during each attempt.
- Pick up and return subpoenas from Clerk of Court throughout the day.
- Data entry of subpoenas.
- Clock-in subpoena returns to show date and time of return.
- Issue subpoenas within Orleans Parish and other Parishes as directed by Judges, Clerk of Court and/or Judicial Administrator.
- Must make every effort to ensure timely service of subpoenas to include multiple attempts of service, as required.
- Deliver appeals/records to the Louisiana Supreme Court and Fourth Circuit Court of Appeals.
- Drive Clerks to Louisiana Supreme Court and Appellate Court, as needed.
- Ensure compliance with OPJC Clerk of Court policies and procedures.
- Other duties assigned by Judges, Clerk of Court, Judicial Administrator and members of management.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- Must have a high school diploma or a GED
- Ability to effectively and professionally communicate orally and in writing with co-workers, supervisors, other departments, law firms/attorneys, social service agencies, probation department, state agencies and the public, including being sensitive to professional ethics, gender, racial and cultural diversities and disabilities.
- Ability to provide public access to or maintain confidentiality of Court information and records according to state law.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct and dress code.
- Knowledge of Microsoft Office, including Word, Excel, Power Point and Outlook.
- Working knowledge of standard office procedures and computer software programs used by the Clerk's Office with the ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- Must be responsible, organized and work in a timely and efficient manner.
- Must have a valid Louisiana State Driver's License with a good driving record.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

- Incumbent performs duties involving sitting, driving long periods, sitting/walking at will, lifting/carrying objects weighing 25 to 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, keyboarding, close vision, speaking clearly, hearing sounds/communication and handling/grasping/fingering objects. Incumbent maintains considerable contact with the public and may be exposed to irate/hostile persons.

RESPONSIBILITY:

- Incumbent performs duties according to a flexible, customary routine with priorities determined by the Judges, Clerk of Court, Judicial Administrator and service needs of the Court and the public.

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Medical:

United Healthcare Choice Plus for a small monthly fee.
Dependents may be added for an additional fee.

Dental:

Basic plan provided through Reliance Standard Dental for employee coverage only.
Dependents may be added for an additional fee.

Life Insurance:

Provided through Colonial Insurance for employee coverage for \$20,000 and an additional plan provided by the City of New Orleans for \$15,000.

Vision:

Vision Service Plan (United Healthcare) provided under medical plan.

Leave:

½ day of annual and ½ day of sick leave accumulated for each of the 26 pay periods that equal 12 days per year.

Holidays:

14 paid holidays subject to change upon Judges discretion.

Retirement plan, mandatory enrollment, 5% of gross.

Tuition assistance at Tulane University through the City of New Orleans.

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Process Server for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

If yes, please explain: _____

Applicant/Employee signature

Date

Print or Type Name